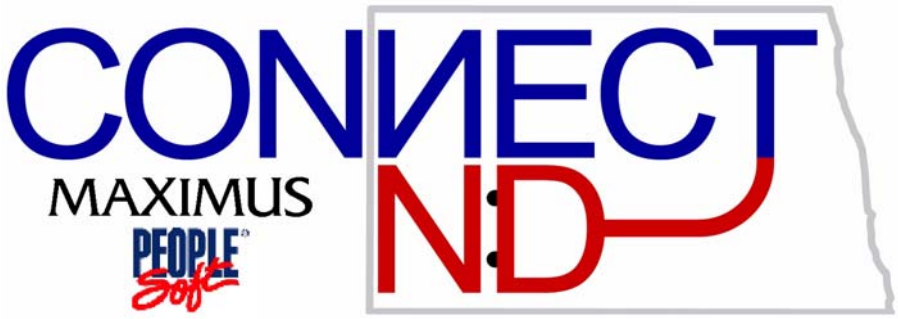
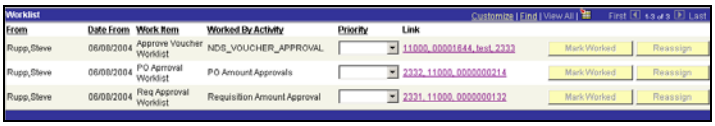
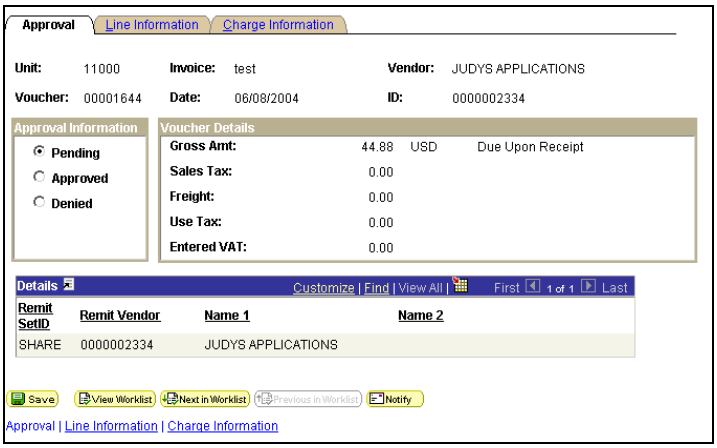


State of North Dakota

Worklist Approval
Training Exercise

WORKLIST APPROVAL EXERCISE

Voucher Approval		
Steps	**Directions**	**Comments**
Step 1	**Enter Worklist** **Navigation**: *Select 'Worklist' from the menu in the upper right hand corner of the screen.* Items waiting to be approved will be listed. 	
Step 2	**Approval Pages** There are three different approval pages based on the items being approved (Purchase Order, Requisition, or Voucher). *1. Voucher Approval* Once you click on the Voucher Approval link, this page will appear –  Under 'Approval Information,' you can either approve or deny the voucher. When you've made the selection, click .	**NOTE:** Once you approve, deny, or recycle, the following happens… • Approve – disappears from worklist. • Recycle – goes back to originators worklist. • Deny – goes to administrator to cancel.

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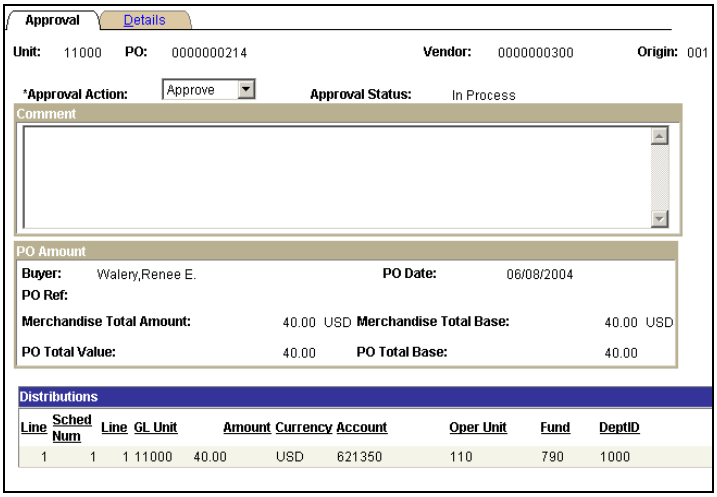
2. PO Approval

Once you click on the PO Approval link, this page will appear:

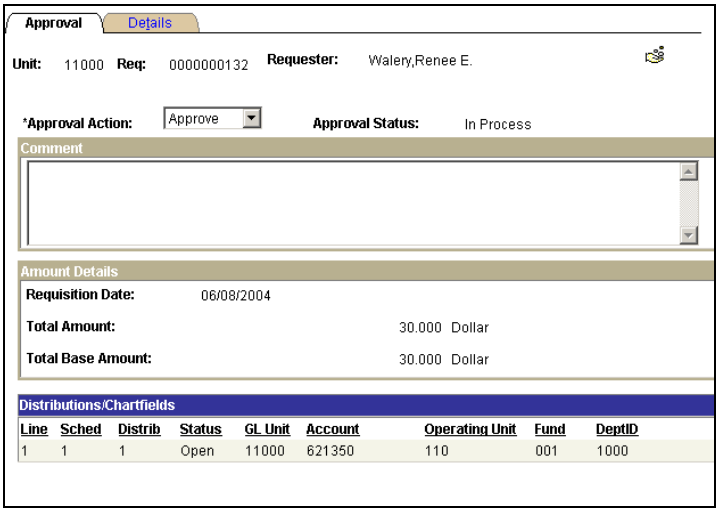


Under 'Approval Action,' you can approve, deny, or recycle the PO. When you've made the selection, click

.

3. Requisition Approval

Once you click on the Requisition Approval link, this page will appear:



Under 'Approval Action,' you can approve, deny, or recycle the requisition. When you've made the selection, click

.

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